

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik Frohling, Greshay, Schmidt, and Duchac

MEMBER EXCUSED: NONE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, May 17, 2016 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant HR Director; Angi Zilliox, Human Resources Specialist; Amy Nehls, Emergency Management Director; Sara Gaska, HS Supervisor Clinical Services; Sheila Drays, Division Manager Community Support Services; Alyssa Schultz, Division Manager Clinic Family Services; Ken Kamps, Division Manager Fiscal Support Services; Julie Kolp, Finance Director.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Schmidt to approve the minutes of the Open & Closed session minutes of the May 3, 2016 meeting of the Human Resources and Labor Negotiations Committee as corrected. Second by Frohling. Motion carried.

Kolp explained the need for additional staff during the implementation of the ERP project stating that she is unable to attend every meeting and the importance of thorough and accurate documentation throughout the project. Eske verified that a JDQ and job description was completed with Carlson Dettmann recommending placement of the position into the Dodge County Labor Grade Structure at Grade Six (6) with non-exempt status. Eske stated that the position is only for the duration of the project, intended to be approximately two (2) years. Eske stated that at the end of the project, the individual would be placed on layoff if no other opportunities are available. Kolp noted that the position is full time and recruitment will be broad to include consideration of consultant services. Kolp added that June 7th is the official kickoff of the project.

Motion by Duchac to place the Assistant Project Director position into the Dodge County Labor Grade Structure at Grade Six (6) and give Eske and Kolp flexibility in hiring. Second by Frohling. Motion carried.

Eske summarized the proposed Employee Compensation During Emergency/Disaster Events Policy stating that in an event of a declared emergency/disaster an employee will be paid for scheduled hours for the remainder of the pay period through the next full pay period. Nehls

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explained that this will give enough time to have the COOP setup and have an idea of where things are going. Nehls stated that during this time employees may be reassigned duties. Eske noted that the policy is clear and concise for employees and that the policy has full support from Management Council. Nehls emphasized that during an event there are many unknowns but at least the employees will have some assurances.

Motion by Duchac to approve the resolution of the Employee Compensation During Emergency/Disaster Events Policy for consideration by the County Board. Second by Schmidt. Motion carried.

Eske provided the Committee with an update on the recruitment for the Director of Human Services and Health position stating that several applications had been received and indicated that the recruitment closes at the end of the week. Eske reviewed the recruitment/selection timeline with the Committee with the plan to present a recommended candidate at the July County Board meeting.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Mechanic – Full Time	Highway Department
One (1) Billing Clerk – LTE/Full Time	Human Services
One (1) Psychiatric Therapist II – Clinical Services Intake – Full Time	Human Services
One (1) Support Staff – Intake - LTE/Full Time	Human Services

Eske apprised the Committee on the current status and structure of the Customer Service Department at the Human Services and Health Department reviewing that in 2014 the department was re-organized, and positions were cut. Since this time the Department has discovered inefficiencies and backlog due in part to these cuts. Mielke noted that the current structure is not working as well as initially intended and the department needs assistance in the long run to operate more efficiently. Kamps stated that the current structure had professional staff being paid a high rate of pay for doing work that clerical staff could do. Mielke stated that additional time is needed to further analyze the structure and determine a final plan but, in the meanwhile, will have LTE's to assist with the backlog. Gaska informed the Committee that there are four hours a day that the crisis managers cannot perform crisis work, a mandated service, and stated that they are visiting Washington County who has implemented a central intake unit. Kamps verified that there are funds available for the LTE positions due to vacancies not filled.

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Frohling. Motion carried.

Mindemann presented a request for a General Leave for a Sheriff's Office employee not yet eligible for FMLA to care for a spouse 06/08/16-06/19/16. Mindemann indicated that Human Resources has supporting medical documentation for the request.

Motion by Greshay to approve the leave request as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

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NEW HIRE: Carlson J. Kempfer, Transport Officer, Sheriff's Office, \$17.96, MSC37, ST01, 05/09/2016; Grant R. Nass, Undercover Narcotics Investigator, Sheriff's Office, \$17.50, MSC38, ST01, 05/09/2016; Pamela J. Uecke-Tinsley, communications Officer-Relief, Sheriff's Office, \$21.24, DC05, ST06, 05/09/2016. LIMITED TERM/SEASONAL: Michael S. Eidem, Highway Seasonal, Highway Department, \$10.91, MSC08, ST02Y02, 05/16/2016; Monica D. Miller, Highway Seasonal, Highway Department, \$10.91, MSC08, ST02Y02, 06/06/2016; Leah A. Uecker, Highway Seasonal, Highway Department, \$10.91, MSC08, ST02Y02, 05/16/2016; Jonathan A. Bethke, Highway Seasonal, Highway Department, \$10.53, MSC08, ST01Y01, 05/16/2016; Fernando A. Duarte, Highway Seasonal, Highway Department, \$10.53, MSC08, ST01Y01, 05/16/2016; Colleen R. Hann, Highway Seasonal, Highway Department, \$10.53, MSC08, ST01Y01, 05/16/2016. RECLASSIFICATION: NONE. STEP INCREASES: Kelly K. McMillan, Deputy Clerk of Courts, Clerk of Courts, \$19.52, DC04, ST7B, 06/22/2016; John F. Corey, Corporation Counsel, Corporation Counsel, \$50.03, DC15, ST9B, 05/18/2016; Mary A. Muskovitz, Administrative Assistant – Finance, Finance Department, \$20.47, DC04, ST9B, 06/01/2016; Michael R. Bernhard, county Patrolman – East, Highway Department, \$19.99, DC04, ST8B, 06/11/2016; Mitchell S. Johnson, Utility II/Truck Driver – West, Highway Department, \$18.09, DC04, ST04, 07/06/2016; Peter L. Thompson, Assistant Highway commissioner, Highway Department, \$42.24, DC13, ST10A, 06/09/2016; Mary B. Aplin, Counselor III – Children w Disabilities, Human Services & Health, \$28.85, DC07, ST11B, 06/01/2016; Wanda L. Bachhuber, Benefit Specialist I, Human Services & Health, \$17.57, DC02, ST14B, 04/20/2016; Heather Ehrlich, Aging & Disabilities Specialist II, Human Services & Health, \$21.68, DC06, ST03, 06/09/2016; John E. Bohonek, Conservation Engineering Technician, Land Conservation, \$27.84, DC06, ST14A, 06/23/2016; Jesse M. O'Neill, Senior GIS Specialist, Land Resources & Parks, \$30.97, DC08, ST11A, 05/05/2016; Michael L. Bosak, Maintenance II, Physical Facilities, \$16.42, DC03, ST5, 05/12/2016; James W. Kirchner, Maintenance Mechanic, Physical Facilities, \$20.71, DC05, ST05, 05/26/2016; Cheryl B. Frederick, Deputy Register of Deeds, Register of Deeds, \$18.95, DC03, ST11B, 05/19/2016; Cheryl J. Baker, Deputy Treasurer, Treasurer, \$18.95, DC03, ST11B, 05/31/2016; Ann L. Hammann, Chief Deputy Treasurer, Treasurer, \$21.24, DC05, ST06, 07/01/2016. Andrew W. Miller, Veterans Service Officer, Veterans Service, \$29.02, DC10, ST02, 05/31/2016.

The Committee reviewed the Orientation Period Reports as presented.

HR Director's Report:

- a) Disciplinary Actions: Eske stated that a written warning was issued to an employee of the Sheriff's Office for not following policy regarding assigned work areas.
- b) Grievances and Arbitrations: Eske indicated that a grievance was received from an employee who received a written warning. Eske also notified the Committee that a grievance was received from an employee that was terminated and the County is working with the employment attorney regarding a pre-hearing conference call.

Committee Member Reports: Marsik posed a question regarding vacation for new hires that are unable to use the two weeks inquiring if there is an option to carry the vacation over. Eske stated that the ability to carryover vacation was eliminated in the policy changes. Frohling indicated that the employees should be monitoring the vacation and that parameters need to be presented to new hires to let them know they many need to take vacation at non-prime times.

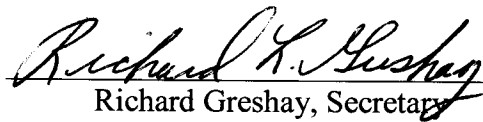
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Future Agenda Items: Exit interview summary, update on State Health Insurance, Carlson Dettmann Market Analysis update.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **June 7 and June 21 at 9:00 a.m. and July 1 at 8:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:03 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.